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SECRET

ROUTING AND RECORD SHEET

DD/A Registry

File Meetings

SUBJECT: (Optional)

Invitation to Meet Secretaries from Field Recruitment Offices

FROM:

Harry E. Fitzwater
Director of Personnel
5E58 HQS

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

S A

1. Deputy Director for
Administration

3/26

2.

3.

A/DDA

EO/DDA

4.

5.

6.

D/OP

7.

8.

9.

10.

11.

12.

13.

14.

15.

KAREN -
I want to
do this -
You can
start -
Dan

27 MAR 1966



SECRET



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ERS 79-2148

23 MAR 1979

DD/A Registry
79-1057

MEMORANDUM FOR: Deputy Director for Administration

FROM : Harry E. Fitzwater
Director of Personnel

SUBJECT : Invitation to Meet Secretaries from Field
Recruitment Offices

1. Action Requested: That you meet with the secretaries from our recruitment offices during a conference for them which will be held during the week of 2 April.

2. Background: Two-day conferences were held for the field secretaries in 1974 and again in 1977, and were very favorably received by the secretaries. They received briefings on the recruitment and applicant processing system, met Headquarters personnel involved in these activities, and had the opportunity to discuss among themselves common problems and concerns in the recruitment field.

This year we have scheduled our conference around OTR's "CIA Today & Tomorrow" course which will be offered from 3 through 5 April. This course will give the secretaries a better understanding of the mission and functions of the Agency. It should also make them more effective in their daily work.

STAT 3. [] and I will be meeting with the field secretaries from 1645 - 1730 on Wednesday, 4 April in the OP Conference Room (Room 5E62). We would be pleased if you could join us sometime during this period to meet and say a few words to the secretaries. If this is not suitable, we would be happy to arrange an alternative period.

Harry E. Fitzwater

DD/A Registry
79-1057

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OP Field Secretaries Conference

FROM:

Harry E. Fitzwater
Director of Personnel
5 E 58

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

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OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Executive Officer, DD/A

2.

3.

Associate DD/A

4.

5.

Deputy Director for
Administration

6.

7.

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10.

11.

12.

13.

14.

15.

Don,

You are scheduled to meet with the Field Recruiters' Secretaries on 4 April, 4:45 p.m., 5 E 62 Hqs. Attached are:

a. Name list and biographic profiles of the secretaries.

b. Conference agenda.

Harry E. Fitzwater

Atts

